



Charlotte County Government

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Guidance Document **Certificate of Occupancy Preparation and Requirements** **One and Two Family Dwellings** (27 October 2016)

This Guidance Document provides information about what is required to prepare for and receive a Certificate of Occupancy (CO) for new one and two family dwelling as follows:

- ☐ 1. **Pay Outstanding Fees** including reinspection, impact and solid waste assessment fees, if any. Please call 941.743.1201 for assistance.
- ☐ 2. **Elevation Certificate-"Final"** ("A" or "V" Flood Zones). Must be submitted to the Building Construction Division for review/approval **prior to requesting Final Inspections**. Please allow up to 48 hours for review/approval.
- ☐ 3. **As-Built Drainage Survey-"Final"**. Must be signed and sealed, dated after sod is installed or the lot is stabilized, and submitted to the Building Construction Division for review/approval **prior to requesting Final Inspections**. Please allow up to 48 hours for review/approval.
- ☐ 4. **Termite Treatment Certificate-"Final"**. Must be submitted to the Building Construction Division **prior to requesting the issuance of the Certificate of Occupancy**.
- ☐ 5. **Septic Tank** installation approval, usually an email sent to the Building Construction Division from the Florida Department of Health for Charlotte County (941.743.1266), if not connected to public sewer. Please call 941.743.1201 to verify the email was sent to, and received by, the Building Construction Division.
- ☐ 6. **Additional Items**. Complete the installation of the following:
 - ☐ A. House number (4" in height) on the front of the house (not just on the mailbox, if installed).
 - ☐ B. Grass sod on erodible areas of the lot and disturbed areas located in the right-of-way or easements;
 - ☐ C. Trees as required or provide proof of tree buyout;
 - ☐ D. Driveway, pipe(s) and swale(s);
 - ☐ E. Appliance connections necessary for their operation; and,
 - ☐ F. Structural, mechanical, electrical and plumbing systems required by the Florida Building Code.
- ☐ 7. **Final Inspections Scheduling**. Schedule all required final inspections and receive a "approved" or "pass" disposition. These are listed on the permit job card and in the Accela permit management system viewable online at <https://secureapps.charlottecountyfl.gov/CitizenAccess/>.

The following items are not covered by the Florida Building Code: cabinets; floor coverings such as carpeting, wood and tile; and paint (surfaces must have primer applied). **EXCEPTION: IF ANY OF THESE ITEMS ARE INDICATED ON THE APPROVED PLANS, THEY MUST BE INSTALLED IN ORDER TO OBTAIN A CO.** Please call 941.743.1201 or email BuildingSvc@CharlotteCountyFL.gov if you have any questions.

DJ: Certificate-Of-Occupancy-Requirements-Guidance-Document

COMMUNITY DEVELOPMENT DEPARTMENT

Building Construction Division

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Phone: 941.743.1201 | Fax: 941.764.4907 | Inspection Request Automated Line: 941.833.4086

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